

**SACRAMENTO MUNICIPAL UTILITY DISTRICT
PAS POSITION DESCRIPTION UPDATE PROJECT
INSTRUCTIONS FOR DRAFT DESCRIPTION REVIEW**

PAS DESCRIPTION UPDATE PROJECT: The purpose of the PAS Description Update Project is to standardize the existing format and content of the PAS descriptions; to describe the key responsibilities and related expected results for each position; and to provide clearer and more descriptive information about each position's requirements.

Please review the draft PAS Position Description (PD) attached to this set of instructions. The position numbers allocated to this position are listed on the top of page one of the draft PD so you should review this PD for its applicability to all the positions listed.

In reviewing and revising the PD, consider the position as it currently exists.

Please DO NOT DELETE any of the text on the draft. You may make revisions directly to the text by underlining text that you recommend be removed and USING CAPS TO INDICATE TEXT THAT YOU SUGGEST BE ADDED to the description.

The **red text** contains standardized, uniform language approved by the District for all positions at comparable levels. **DO NOT MODIFY ANY OF THE RED TEXT.** If you disagree with any of the red text descriptions, please explain in the "Supervisor's/Manager's Comments" section on the last page of the PD.

PLEASE NOTE: BECAUSE THIS DOCUMENT'S FILENAME CONTAINS IMPORTANT INFORMATION FOR TRACKING, PLEASE DO NOT ALTER THIS FILENAME IN ANY WAY.

The PD has been drafted to answer the following questions:

- What is the **purpose** of the position?
- **Why** is the position important to the District?
- What are the **essential functions**/duties performed by the position?
- What are the **results** expected from the position?
- What **minimum qualifications** of background, knowledge, skills, education, experience and/or training are required in order to perform the position satisfactorily? *(Please note that the **minimum qualifications** required may be noticeably less than the background, knowledge, skills, experience or training that current incumbent(s) had when they assumed the position or that they have now.)*

In conducting your review, you are encouraged to utilize your staffing resources (whether it is incumbents in the position or your support staff) as well as your business unit's assigned HR Analyst (see the HR website "Your HR Support Team" for details). In addition, you may contact the consultants working on this Project at Dembrowsky and Associates, Inc. by emailing us at PASJOBS@DEMBROWSKY.COM.

An explanation of each of the main sections of the PD follows.

Position Purpose: This is a **two-part** statement that states succinctly **why** the position is important to the District and **what** it is expected to achieve. It forms a brief but very informative summary of the position and its relationship to the District's mission. Although this description does not provide detail about the position, it places its role in perspective within the body of District positions.

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Nature and Scope: This is a standard language statement (**therefore it is in red text and should not be revised**) describing the position's level within the District (ranging from entry-level professional through unit supervisor). (**If you find that the Nature and Scope description is inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

Essential Functions/Duties and Expected Results: The core of the PD is devoted to statements that describe the broad responsibilities (or functions) and related duties as well as the results that the position is expected to achieve.

The **Essential Function** statements describe the **major roles** that the PAS position serves within the District that are fairly stable and consistent from year to year. The Essential Functions are not a list of tasks, but rather statements describing the major responsibilities and duties of the PAS position.

The **Expected Result** statements follow each Essential Function, begin with the word "To" and describe **what the position is supposed to achieve** when the Essential Function is successfully performed. It should be clear from the expected results statements, why the Essential Function is performed.

Each Essential Function/Duty and its related Results statement create a pair of very important descriptions about the position. All of them together should cover the important and necessary aspects of the position.

Where applicable, standard language statements for supervisory, project management and budgetary responsibilities are included in **red text and therefore should not be revised**. **If you find any of these descriptions to be inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

Minimum Qualifications (MQs): These provide an overview of what qualifications are **necessary** to be hired into the PAS position. The Minimum Qualification categories covered include: **Knowledge, Skill, Experience, Licenses and Certifications**. Please review the qualifications that an incumbent **must have** to satisfactorily perform the essential functions and duties upon being hired into the PAS position. These MQs should **NOT** list the personal qualifications of current or previous incumbents; but rather, identify the minimum set of knowledge, skills, licenses/certifications (if necessary) and experience. The minimum qualifications must be consistent with the essential duties and expected results described.

Knowledge is a body of information applied directly to the performance of a function/duty. Some of the statements are standard language statements referencing common areas of knowledge for PAS positions across the District (such as "knowledge of standard operating procedures for modern office equipment") and some are very specific to the position (such as, "knowledge of engineering design principles", "knowledge of methods and techniques for training staff").

Skill is the potential to competently perform an observable duty and usually results in an observable product (e.g., "prepare clear and concise reports.") Again, some of the statements are standard language and others are specific to the position. **If you add Skill statements, please begin each with a verb.**

Experience: Indicates the typical minimum years of relevant work experience required. The PDs use standard ranges of experience (no work experience, up to 1 year, 1 to 3 years, 4 to 6 years, 7 to 9 years, or 10 or more years).

Licenses and Certifications: List **licenses, registrations and/or certifications REQUIRED** in order for someone to be hired into the position. For most PAS positions, the response is "None".

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Desirable Qualifications: The desired minimum level of formal **Education** or training from an accredited school, college or university is described, along with the area(s) of specialty. If an education level is required (such as a law degree for an attorney) it is listed under the **Minimum Qualification** section.

Physical Requirements: The same standard language statement for all PAS positions is provided. Please do not amend this statement.

Date Written: Indicates when the draft PD was drafted. This date will be adjusted to reflect the dates of future revisions.

Consultant's Comments: Questions and requests for further clarification from the consultant will be written here.

Supervisor's/Manager's Comments: If you disagree with the Nature and Scope level statement or any of the red text Essential Function/Duty and Expected Results statements, please explain. Also, you may provide any other information on the PAS position that you think would be helpful in understanding it.

Thank you for your assistance. Please review your revisions, save the file for your records, then send this file via email to PASJOBS@DEMBROWSKY.COM. Based on revisions to this draft that you may suggest, we will then prepare the final document that will be accessible electronically to you and others via your SAP and related systems.

SACRAMENTO MUNICIPAL UTILITY DISTRICT EXEMPT POSITION DESCRIPTION

Assoc Distrib Sys Engr (J)

Job Code: 5005/539	Position No.: 50052216, 50052229, 50052230, 50052231
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POSITION PURPOSE

To perform project engineering for an assigned portion of the District's power distribution system by monitoring system and component operations, identifying deficiencies, developing problem solutions, and justifying and prioritizing required work; by providing technical support to distribution operations; and by developing long and medium range system plans and annual implementation plans in anticipation of future power distribution requirements in order to maintain and improve the adequacy and operating efficiency of the system.

NATURE AND SCOPE OF THE POSITION

This classification is comprised of two levels: Level "A" is the entry level where incumbents acquire the knowledge, skills and abilities to perform the task associated with power distribution planning. The incumbent is promoted to level "B" upon demonstrating the required skills and knowledge. Level A assists in conducting professional-level work assignments in a major functional or technical area while learning to assume full journey-level responsibilities and to exercise increasingly independent judgment and discretion within established broad guidelines. Level B serves as a journey-level resource in a relevant professional discipline; works independently on projects of minor to moderate complexity; exercises independent judgment and discretion within established broad guidelines.

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS

1. Develops real time operating solutions and produces cost-effective plans and project proposals for the distribution of electrical power to customers by obtaining, analyzing and applying the data from multiple sources such as system operating and outage reports, customer information, feeder and substation load reports, test reports, community growth plans, commercial, industrial and residential development proposals and observing development activity in the service area.

To ensure safe, reliable and economical power service to customers.

2. Develops long-, mid- and short range District power distribution plans for an assigned area by incorporating district policies and community agreements; analyzing system performance data, such as load, reliability, voltage, power factor, and protection coordination; reviewing and evaluating impacts of growth such as proposed public works projects and programs Environmental Impact Reports, Tentative Development maps, development proposals, quit claim requests, and right-of-way abatement requests; and evaluating system improvement requests from customers, systems operators and the field.

To establish the impact on the existing District distribution system and the required mitigation.

3. Assists in planning, reviewing and conducting work activities and researching required project information associated with department internal/external projects in accordance with established task objectives and schedule as outlined in the project plan/contract.

To support the overall achievement and completion of department projects.

4. Monitors and analyzes District power distribution against overall current use of electrical power vs. power required by community projects and programs, public works projects, private development projects, etc., in assigned area(s) in order to determine such items as technical and environmental impacts on distribution system

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performance, system deficiencies, areas of needed improvement, and solutions to potential and current problems and deficiencies, costs and benefits of solutions.

To determine optimum system configuration and utilization requirements based on current and projected future needs.

5. Maintains liaison with community planning agencies, developers, customers and the public to coordinate the development of power distribution system plans by meeting with present and potential large customers to negotiate new services, expand or modify existing services, define and discuss operating and reliability issues, establish distribution systems primary requirements for all residential subdivisions and Rule 16 commercial developments and provide system information.

To ensure that the power distribution system keeps up with current and future demands and operates effectively and reliably and that new developments and programs meet applicable standards and regulations.

6. Provides technical support to operations, design and field personnel, including collaborating on major load addition projects and primary service additions; and performing power flow analysis and fault studies.

To solve technical operations and field problems, assess system performance under normal and abnormal conditions and to ensure system design integrity.

7. Performs related duties/functions as required or assigned.

MINIMUM QUALIFICATIONS

Knowledge of: safety policies, practices and procedures; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards; concepts and principles relating to distribution system construction, planning and operation, circuit analysis, short circuit calculations, load flow, grounding, protective relaying and its applications to distribution systems, electrical power planning, theory and practice (including steady state and transient circuit analysis, electrical equipment design and application, grounding, protection and coordination), electric distribution system planning, theory and practice, electric system analysis and forecasting methodologies, data analysis and forecasting methodologies, and computer aided modeling and analysis; techniques and practices for problem research and resolution; techniques and practices for cost benefit analyses; scientific methods and approaches to problem solving; principles and practices of economic analyses of projects and programs; principles of statistics; principles of complex mathematics, algebra and geometry; principles of trigonometry and calculus; federal, state and local laws governing power distribution; techniques relating to customer relations.

Skill to: utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally; solve complex mathematical problems; analyze complex issues and develop resolution alternatives; conduct effective meetings; manage several assignments simultaneously with changing priorities; develop and conduct oral presentations to internal/external audiences; express ideas/facts clearly and concisely to individual or groups, taking into account the audience and nature of information; respond to and resolve customer issues, concerns and needs; utilize state-of-the-art computer-aided modeling and analysis tools in system analysis and forecasting; perform complex distribution engineering analysis and forecasting; anticipate problems and apply innovative and creative techniques to resolve; perform economic analysis; compile and prepare technical, statistical and/or analytical reports and presentations; develop preliminary cost estimates for project proposals; set work priorities; work independently; prepare conceptual designs and cost estimates for major complex installations and reconstruction jobs; weigh the relative costs and benefits of a potential action.

Experience: Engineer "A" - 1 to 3 years of progressively responsible relevant work experience with the District as a Designer IV plus possession of the Engineer in Training Certificate from the California Department of Consumer Affairs.

Engineer "B" - 3 to 5 years of relevant progressively responsible work experience at an electric utility performing distribution system design and analysis or 3 years of relevant progressively responsible work experience with the

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District as Associate Distribution System Engineer "A" demonstrating all of the minimum competencies required of the Associate Distribution System Engineer "B".

LICENSES OR CERTIFICATES:

None

DESIRABLE QUALIFICATIONS

Education: Level "A" and "B": BA/BS degree from an accredited college or university majoring in Electrical Engineering or a Professional Electrical Engineering License (PE) from the State of California. **NOTE:** The Professional Electrical Engineering License (PE) from the State of California may be substituted for the degree requirement.

PHYSICAL REQUIREMENTS

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

Date Written: 9/29/02

CONSULTANTS' COMMENTS

None

SUPERVISORS'/MANAGERS' COMMENTS